

GENERAL INSTRUCTIONS FOR COMPLETING IMMUNIZATION ASSESSMENT SCHOOL YEAR 2003-2004

After reviewing the immunization assessment packet in this mailing, the appropriate summary reports, work sheets, and other accompanying materials should be distributed to the person who will be completing the forms.

1. Each school with kindergarten students must complete the form entitled Summary Report on the Immunization Status of Kindergarten Students (State Form #48973-white).
2. Each school with first grade students must complete the form entitled Summary Report on the Immunization Status of First Grade Students (State form #49455-blue).
3. Each school with sixth grade students must complete the form entitled Summary Report on Second-Dose Measles Status of Sixth Grade Students (State form #48971-pink). **Include all 6th grade students.**
4. Complete the identifying information at the top of each form. County, Corporation and School Codes can be found in the latest Indiana School Directory published by the Department of Education.
5. Complete the summary report forms using the work sheets that are color coded to match the summary forms. **DO NOT SEND WORK SHEETS TO THE STATE DEPARTMENT OF HEALTH, ONLY THE SUMMARY REPORTS.**
6. Make copies of each completed form for your files and forward one copy to your local health department.
7. **THE COMPLETED SUMMARY FORM(S) MUST BE RETURNED TO THE STATE DEPARTMENT OF HEALTH BY NOVEMBER 1, 2003. Please submit all forms for a school corporation in the same mailing.**